

SENIOR EXECUTIVE SERVICE

Critical Actions

- | | <u>Date</u> |
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| 1. Establish PRB's. | <i>no later than September 1980</i> |
| 2. Submit first biennial SES allocation request. | <i>December 1980</i> |

Executive Development Program

- | 1. Complete selections for SES candidate pool. | <i>January 1980 - August 1980</i> |
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| 2. IDP's approved for SES incumbents. | <i>should preferably coincide with performance appraisal cycle</i> |
| 3. Design evaluation system for XD program. | <i>August 1980 - January 1981</i> |

MERIT PAY SYSTEMS

<u>Critical Actions</u>	<u>Date</u>
1. Merit Pay and Performance Appraisal System design completed.	July 1980 - December 1980
2. Identify Merit Pay employees.	prior to training
3. Submit Merit Pay plans to OPM for approval.	NLT March 1, 1981
4. Submit Performance Appraisal plan to OPM for approval.	NLT February 1, 1981
5. Pilot Test Performance Appraisal System.	October 1980 - April 1981
6. Employee training completed (merit pay and performance appraisal systems).	NLT March 1981
7. Critical elements and performance standards developed.	NLT April 1, 1981
8. Begin appraisal period.	October 1980 - April 1981
9. Latest date for final appraisal of employee performance.	September 1981
10. Implement Merit Pay System and cash award program.	first pay period on or after October 1, 1981 <u>1/</u>
11. Earliest date for merit pay determination. (90 days prior to Oct. 1)	July 1, 1981
12. OPM issues merit pay fund computation table.	August 1 - September 30, 1981
13. Latest date for merit pay determination. (60 days after Oct. 1)	November 30, 1981
14. Effective date for merit pay increase for employees.	same date as annual pay adjustment (comparability) <u>1/</u>
15. Latest date for merit pay payment to employees. (retroactive to comparability effective date)	December 31, 1981

Note: Dates shift forward one year for agencies who implement in October 1980.

1/ Date established by CSRA of 1978.

Systems covering merit pay employees:

<u>Critical Actions</u>	<u>Date</u>
1. System design completed.	July 1980 - December 1980
2. Submit plan to OPM for approval.	NLT February 1, 1981
3. Pilot test system.	October 1980 - March 1981
4. Employee training completed.	NLT March 1981
5. Critical elements and performance standards developed.	NLT April 1981
6. Begin appraisal period.	October 1980 - April 1981
7. Latest date for final appraisal of employee performance.	September 1981

Systems covering non-SES and non-merit pay employees:

Note: I want to especially call your attention to the fact that under a recent decision of the Federal Labor Relations Authority the contents of Performance Standards are not negotiable. However, the method of establishing performance standards as well as matters related to impact and implementation are negotiable. Agencies should give immediate attention to the required negotiations so that agreements can be reached on the way in which standards will be developed and applied. This should be accomplished quickly so that agencies will have sufficient time to develop the actual standards before the statutory October 1, 1981 deadline.

<u>Critical Actions</u>	<u>Date</u>
1. System(s) design completed.	July 1980 - December 1980
2. Submit plan to OPM for approval.	NLT May 1, 1981
3. Pilot test system.	January 1981 - April 1981
4. Employee training completed.	NLT July 1981
5. Critical elements and performance standards developed (includes union consultation and/or negotiation depending upon ruling by FLRA).	NLT September 1981
6. System implemented -- begin appraisal period.	October 1, 1981 <u>1/</u>

1/ Date established by CSRA of 1978

FEDERAL EQUAL OPPORTUNITY RECRUITING PROGRAM

Critical Actions

Date

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|---|-----------------------|
| 1. Evaluate progress under FEORP plan and begin preparation of annual agency report to OPM. | June - August 1980 |
| 2. Make revised determinations of under-representation and develop updated FEORP plan. | June - September 1980 |
| 3. Complete development of annual update of FEORP plan and implement. | October 1, 1980 |
| 4. Annual agency report to OPM. | November 1, 1980 |

DELEGATION OF PERSONNEL AND EXAMINING AUTHORITY

<u>Critical Actions</u>	<u>Date</u>
1. Blanket delegation -- 26 authorities	February 15, 1979
2. Blanket delegation -- 5 authorities	April 4, 1979
3. Redelegation of blanket authorities to agency and department subordinate components	6 months after OPM delegation
4. OPM/agency written delegation agreements -- 24 authorities	April 4, 1979 2/
5. OPM/agency written delegation agreements -- term promotion authority	July 10, 1980 2/
6. Delegation of examining responsibility 2/	
a. PACE examining	October 1979
b. Mid-level & Senior-level examining	June 1980
c. Engineer, Physical Science & Math	September 1980
d. Nurse examining	January 1981
e. Life Sciences examining	June 1981
f. Computer Specialist examining	May 1981
g. Accountant & Auditor examining	September 1981

1/ Dates that authorities were delegated or made available for delegation to agencies.

2/ Dependent upon departments' and agencies' willingness and ability to assume authorities and responsibilities -- may request authority at any time.

PROBATIONARY PERIOD FOR MANAGERS AND SUPERVISORS

Critical Actions

Date

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|---|-----------------|
| 1. Establish probationary period for
newly appointed managers and supervisors. | August 11, 1979 |
| 2. Submit implementation instructions to OPM. | May 1, 1980 |

LABOR-MANAGEMENT RELATIONS

Critical Actions

Date

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|---|--|
| 1. <i>Instruct managers, supervisors, and employees in new provisions</i> | <i>January 11, 1979</i> |
| 2. <i>Issue annual notification of representation rights (Weingarten)</i> | <i>January 11, 1979 <u>1/</u>
(annually)</i> |
| 3. <i>Effective date of LMR provisions</i> | <i>January 11, 1979 <u>1/</u></i> |

1/ *Date established by CSRA of 1978*

GRADE AND PAY RETENTION

Critical Actions

Date

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|--|---------------------|
| 1. Effective date (retroactive to
January 1, 1977). | January 11, 1979 1/ |
| 2. All back-pay claims settled. | June 1980 |
| 3. Agency classification and placement
plans developed (update annually). | June 1979 |

1/ Date established by CSRA of 1978